

Employee Suggestion - Number 140

A. Information About the Suggester:

██████████, GS-9, Tab Project Planner, Machine Records Branch,
General Services Office

25X1A9a

B. Summary of the Suggestion:

The suggester proposes the addition of Personnel Information to the Standard Form 52, Request for Personnel Action, which would eliminate the need of processing Standard Form 37-50 thereby effecting savings in clerical and typing man-hours.

C. Evaluation:

The suggestion was evaluated by the Research & Planning Staff, Personnel Office and that Office states:

"It is recognized that the Form 37-50 may be superfluous, and may be eliminated. . . . The Personnel Office is currently reviewing the procedures and problems incidental to recording status information. . . . Pending these decisions and the development of appropriate procedures, it is desirable to continue use of the Form 37-50 in order to complete the recording of employee status data for the use of this Office. . . . Standard Form 52 which was designed to record action changes of an official nature is already a heavily overloaded form. . . . It is recommended that consideration be given to granting the author a nominal award for this suggestion because it has been helpful in developing the study of the problem of recording employee status data, and it is anticipated that the suggestion will be beneficial in developing necessary procedures.

D. Note:

It is recommended that an award to the suggester be considered by the Committee, the amount to be determined in keeping with the Scale of Awards for Suggestions with Intangible Benefits.